

## President's Cabinet Meeting Minutes

May 22, 2023

1. Student Guest: Anna Cox is a theatre major from Harriman who recently starred in the RSCC production of *The Miracle Worker*. She hopes to transfer for a Bachelor's degree in theatre or a Bachelor of Fine Arts degree in musical theatre. She is currently looking at 4-5 schools. Anna has loved all of her professors and had a great success coach. She said the best thing about Roane State is the personal attention, assistance, and opportunities she has received from faculty and staff. Her only suggestion for improvement is to let students know how to receive a student ID. She also noted that she took a class where she was the only one in a Zoom room which made her feel uncomfortable. Had she known, she would probably have opted for a purely online section. She is looking forward to her upcoming technical theatre class and said Roane State should participate in the Southeastern Theatre Conference.
2. Annual Policy Memo/Conflict of Interest Process: Marsha Mathews and Cynthia Cortesio asked Cabinet to consider how reporting or inquiries regarding conflict of interest should be communicated in the annual policy memo. Following a discussion, Cabinet agreed that the memo should include a link to a special "conflict of interest" email box that would go to the conflict of interest committee for consideration of the inquiry or report. Keri Phillips stated that this process would help with audit tracking. Marsha noted that information about conflict of interest and the reporting process will be part of the new employee onboarding process. Dr. Whaley also asked that the topic be periodically reinforced at Administrative Council, Support Staff Council, Faculty Senate, and at Convocation.
3. Hot Meals Program: Dr. Whaley stated that he would like to seek out ways to re-instate the hot breakfast program that Student Services was able to provide at the Oak Ridge and Roane County campuses for several months. It was extremely popular with students. Ideas suggested included researching grant opportunities and outreach to area churches and civic organizations to see if they would be interested in providing meals, similar to programs happening at some of the smaller satellite campuses. Jamie Stringer suggested consideration of a small mandatory "meal plan" fee which could be covered by Pell, Promise, and Reconnect and could fund the program for all students.
4. USDOL grant for Nuclear Technology: Karen Brunner recapped the grant approval synopsis that new Y-12 grants specialist, Liz Pereira, has provided for the USDOL proposal she is working on. The application is quite complex, so Karen urged everyone to provide assistance to Liz as requested.
5. TBR Strategic Enrollment Management (SEM) Plan visit: Senior staff from TBR will be at the Oak Ridge Campus on July 5 at 1:00 p.m. Eastern to discuss Roane State's evolving SEM Plan and new priorities through 2025.
6. Knox Campus Project Update: Tamsin Miller reported that Barber McMurray architects should be completed with the architectural program by the end of June. Contractor Johnson & Galyon has begun to reach out to sub-contractors for costs, etc. TCAT/Knoxville is making good progress on their equipment list after all TCAT program directors met with Tamsin. The official land transfer is still pending TBR's receipt of the building name for approval. RSCC, Covenant, and TBR must reach an agreement on a

name by May 26 in order to make the June board meeting agenda. Proposed date for a groundbreaking is August 1. In order to keep everyone in the loop with so many moving parts to this project, a Microsoft Teams channel will be created for sharing information. It was also suggested that Tamsin work with Jamie Stringer to set up Teams channels for the Cumberland and Fentress projects as well.

7. Cumberland County Campus Project Update: Tamsin stated that David Webb is currently handling a lot of the project activity, including some ground prep. Dr. Whaley suggested that David come to the Monday Cabinet meetings if available. Roane State's committee charged with approving naming recommendations will meet soon so these items can also be submitted to TBR by May 26. Groundbreaking can possibly be moved up from October to September.
8. Fentress County Campus Update: Dr. Whaley pointed out that a number of questions need to be answered prior to official land transfer and groundbreaking. Because the city will be annexing the property, these steps may need to be finalized prior to transfer of the land to the state/TBR. Scott Niermann noted that it may be advantageous to make the eventual groundbreaking a "community-focused" event, rather than a political photo opportunity. It was also pointed out the planned "Future Home Of" banner being designed will help make the project a reality for the community.
9. Enrollment Update: We are currently up 6.3% in headcount. Jamie Stringer reported that much of the increase is due to early dual enrollment registrations; however, he is optimistic that final enrollment may only be down 400-500 students from the high point of 2019. Diane Ward announced that Roane County High School has 15 students eligible and ready for the first Early College cohort for health science. A Calling Team of 10-15 RSCC employees will soon be trained to make telephone calls to individuals who have shown interest, by listing RSCC on a FAFSA, Promise, or Reconnect document. Each member of the Call Team will reach out to 50 names per week, with the goal of getting them to make an application. Once an application has been completed, a success coach will take over contact with the individual. If the person indicates that they are not interested in making an application, their name will be removed from the list. Sarah Self reported that she was able to re-up contracts for several key billboards, including one in Lenoir City and in Cumberland County across from Buc-ees. The company she is working with to generate analytics regarding the Nursing advertising campaign will give us valuable information to determine how well the campaign is working.
10. Upcoming Retreats: There are two retreats planned for July. President's Cabinet will meet on Monday, July 10 in Scott County, and there will be a retreat for Administrative Council on Monday, July 17. A location for the Administrative Retreat is to be determined.